



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	MANAGEMENT ANALYST I
3	Posting Number	PN# 104260
4	Department	Health & Human Services Department
5	Division	Administrative Support
6	Section	Business Management
7	Reporting Location	8000 N. Stadium Dr.
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Assists in evaluating compliance to financial, accounting and budgetary procedures.

- CORE FUNCTIONS**
- Reviews and prepares grant financial, budget and accounting documents.
 - Updates grant personnel funding information.
 - Monitors and tracks budget and personnel updates to assure acceptance and completion of the activity.
 - Prepares management and analytical reports as requested by department personnel and management.
 - Assists with the review and verification of the department personnel roster.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
One year of administrative and/or professional experience in accounting, budget analysis, finance, public/business administration or a field directly related to the job is required.

13 **MINIMUM LICENSE REQUIREMENTS** None

- 14 **PREFERENCES**
- Knowledge of Advantage Financial Management System.
 - Knowledge of Microsoft Office software (Word, Excel, Access).

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
If yes, this position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GENERAL FUND POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	Salary Range - Pay Grade 15
\$901 - \$1,217 Biweekly	\$23,426 - \$31,642 Annually

18 **OPENING DATE** April 27, 2005

19 **CLOSING DATE** May 3, 2005

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer